

# INFORMATION EXCHANGE

July-August 1998

## Summer Brings Exciting Capacity Building Activities!

### Tulare County Annual Conference

Final preparations are being made for the Tulare County Private Industry Council's (PIC) Workforce Development & School to Career Conference/Summit, "*Ethics of Work: The Six Pillars of Strength*," to be held on July 21-22, 1998 in Visalia, California. The agenda looks like this will be the most exciting year yet! The scheduled speakers represent a "who's-who" in the workforce development/welfare-to-work arena, including: Linda Abbott Trapp speaking on how to "*Think Outside the Box*" and Sara Synder, who will talk about the "*Work Ethic and the Welfare Client*." Presentations will also be made by Kathy Sage, Chief of the Workforce Policy Branch of the Employment Development Department (EDD) and Virginia Hamilton, Executive Director of the California Workforce Association (CWA). Also, a variety of workshops will be conducted by the Job Training Partnership Division (JTPD) Capacity Building Unit (CBU) trainers beginning on July 20, 1998 (see below). The keynote speaker will be Dr. Tom E. Jones, founder of WORx Consulting, a specialist in organizational development to better manage change.

### CBU Pre-Conference Training

As mentioned above, the CBU is collaborating with Tulare County to provide pre-conference training. This training will be conducted on Monday and Tuesday, July 20-21, 1998. The CBU classes will include: *An Introduction and Overview to Welfare-to-Work*, *Case Management II – Welfare-to-Work*, *A Business Approach to Job Development* and a two-day session entitled *Training for Trainers* which will deal with how to give workshops and assessing your training skills.

For more information on conference registration, or to make a reservation for CBU pre-conference training,

please contact Gail McCann at the Tulare County PIC at (209) 737-4246. Since conference attendance is expected to exceed 400, persons desiring pre-conference training are encouraged to make arrangements as soon as possible.

### Fiscal Monitoring Training

The CBU is in the final development stages of an exciting new workshop, Fiscal Monitoring training. This workshop will be designed for new staff and those with limited experience in Job Training Partnership Act (JTPA) fiscal monitoring. The areas covered by this course will include:

- The scope of fiscal monitoring.
- Where to focus fiscal monitoring efforts.
- What costs are allowable, which are not.
- Cost Allocation Plans
- Examples of monitoring tools/guides.

The first workshop will be hosted by the CBU in Sacramento and is tentatively scheduled for August 18. Please watch for the Information Bulletin formally announcing the workshop. If your Service Delivery Area (SDA) would be interested in being a host for this training, contact Don MacMillan at (916) 654-8308.

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**All courses noted on the July and August calendars may be requested from the CBU by calling (916) 654-7799 or you may visit our website at:**

**<http://www.edd.cahwnet.gov/jtpacb.htm>**

**A Calendar of Workforce Development Events**

# INFORMATION EXCHANGE

## July 1998

| Monday   | Tuesday  | Wednesday  | Thursday  | Friday  |
|--|--|--|---|---|
|  |  | 1<br><b>Forum on the Older Worker Team Bldg.</b><br><i>City of Oakland</i><br><b>Case Management II - Welfare to Work</b><br><i>Kern/Inyo/Mono</i> | 2   | 3<br><br><b>Independence Day</b><br>[observed] |
| 6  | 7  | 8<br><b>Case Management</b><br><i>Humboldt County</i>  | 9   | 10  |
| 13   | 14<br><b>On-Site Facilitation - Mariposa County</b><br><i>Mother Lode Consortium</i><br><b>JTPA 101 - Introduction and Overview</b><br><i>Ventura County</i> | 15   | 16  | 17  |
| 20<br><b>Tulare County Pre-Conference - Training/Workshops - Visalia</b> | 21<br><b>Tulare County Summer Conference</b><br><i>Visalia</i>   | 22   | 23  | 24  |
| 27   | 28<br><b>Managing Transition</b><br><i>San Bernardino County</i><br><b>Welfare-to-Work - Introduction and Overview</b><br><i>Los Angeles City</i>            | 29   | 30<br><b>SDA Fiscal Monitoring</b><br><i>SETA</i> | 31  |

\* Shaded boxes = Capacity Building Unit sessions

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## August 1998

| Monday | Tuesday  | Wednesday  | Thursday   | Friday                                       |
|--------|--|--|--|--|
| 3      | 4  | 5  | 6  | 7  |
|        |  | Case Management<br><i>Los Angeles City</i>                       |  |  |
|        | Business Approach to<br>Job Development<br><i>Ventura County</i> | Business Approach to<br>Job Development<br><i>Ventura County</i> |  |  |
|        | Welfare-to-Work Introduction and Overview<br><i>SETA</i>         |  |  |  |
| 10     | 11   | 12   | 13   | 14   |
|        |  |  |  |  |
|        |  |  |  |  |
| 17     | 18   | 19   | 20   | 21   |
|        | Case Management<br><i>Los Angeles City</i>                       |  |  |  |
|        | SDA Fiscal Monitoring<br><i>EDD-CBU - Sacramento</i>             |  |  |  |
| 22     | 23   | 24   | 25   | 26   |
|        |  |  |  |  |
|        |  |  |  |  |
| 24     | 25   | 26   | 27   | 28   |
|        |  |  |  |  |
| 31     | Presentation Skills<br><i>Kern/Inyo/Mono</i>                     | Presentation Skills<br><i>Kern/Inyo/Mono</i>                     | Advanced Presentation<br>Skills<br><i>Kern/Inyo/Mono</i> | Presentation Skills<br><i>Kern/Inyo/Mono</i> |

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# INFORMATION EXCHANGE

## EMPLOYMENT TRAINING NETWORK

c/o EDD/JTPD  
PO Box 826880 MIC 69  
Sacramento, CA 94280-0001

## THE EMPLOYMENT TRAINING NETWORK *Resources for JTPA programs*

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The Employment Training Network is an information dissemination project which provides one-to-one consultations, staff workshops and resources exclusively for California's JTPA programs. Through statewide networking, the Employment Training Network staff is able to offer diverse technical services using consultants in a variety of JTPA-related areas. SDAs/PICs and their contractors may benefit from the following services, free of charge:

- consultant services - to enhance staff's skills, knowledge, and motivation
- program site visits - staff reimbursement provided for travel expenses
- resource library - up-to-date books, manuals and videos in a multitude of topics on loan for three weeks
- referrals - to other employment and training programs
- added extras - informative newsletters announcing upcoming workshops, new resources, etc.

The Employment Training Network technical assistance services are available upon request to SDA/PIC staff members or contractors operating JTPA programs in schools, community colleges, community-based agencies, adult education programs, County Offices of Education and ROPs. JTPA funded agencies may receive Employment Training Network services by calling (916) 654-8896.

EDD is an equal opportunity employer/program.